AKER OFFSHORE PARTNER

BP Project

GUIDELINES TO SUPPLIER

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1. PURPOSE

The purpose of this document is to provide all bidders/suppliers with an outline of the Project's documentation requirements.

2. DEFINITIONS

AOP	Aker Offshore Partner
Company	BP Norge AS
Purchaser	Aker Offshore Partner
Supplier	Supplier performing work under a Purchase Order and/or Purchase Agreement placed by Purchaser
DFO	Documentation for Operation
SMDL	Supplier Master Documentation List
SPIR	Spare Parts & Interchangeability Record
BPVDNS	BP Vendor Document Numbering System (70.S.70.0004)
TIME	Electronic registration and filing system (AKOP)
SDR	Supplier Data Register
DCC	Document Control Center
PRE	Package Responsible Engineer
BCM	Bid Clarification Meeting
ShareCat	Vendor data management solution including content library
TEK	A TEK number is a unique material number in ShareCat

3. INTRODUCTION / INFORMATION

This handout is a practical guide to supplier document handling for the BP projects in AKOP.

SHARECAT:
ShareCat is outlined as a requirement for use on all installations operated by BP Norge AS. The purpose for BP Norge AS in using ShareCat is to improve quality on vendor documentation for delivery of standard documentation, Tag register and SPIR. You will find more information about ShareCat in attachment 2.

Contact person:
AOP BP Projects & contact persons DCC, see attachment 2

4. SUPPLIER MASTER DOCUMENT LIST (SMDL)

Ref. Example: How to fill in the SMDL

4.1. SDL Code:

This is a document type code and relates directly to the individual paragraph reference number in NS – 5820. See Supplier document requirement list and list the correct code for all documents/drawings. In some instance more than one code may be included on the same document.

4.2. Document Number:

To be listed for all documents/drawings. Each sequence number must be unique. The SMDL as a document must be listed first with doc.no : PO-xxxxxx-x-xx-xxxx

4.3. Tag.number:

All tag numbers must be listed on documents with doc.no. (Supplier Tag Index). List all tag numbers included in the document. If a document is valid for all tag numbers in the package, write ”ref. Tag Index” in the tag number column.

4.4. Supplier doc. no.:

Suppliers own document numbers, must be listed if defined.

4.5. Planned submission date:

Must be recorded as calendar dates for all documents/drawings.

4.6. Updating of the SMDL:

First issue, rev.01, will be the basis for an AKOP document register, and be returned to supplier. Any additions, deletions or changes shall be marked with red triangle and re-submitt for project acceptance with a new revision.

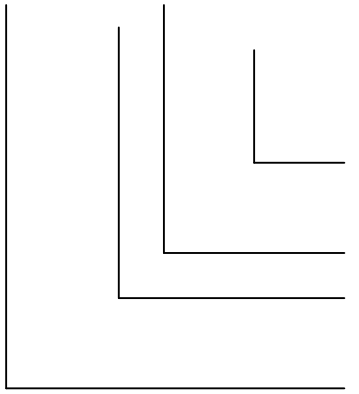
Never submit a new revision of documentation/drawing to project before project status/comments on previous revision have been received and included.

5. PROJECT DOCUMENT NUMBERING

The project document number is the means of uniquely identifying and subsequently retrieving the documentation. Supplier documents shall be numbered in accordance with BPVDNS. Suppliers own document number should also be shown in the space provided on the document front page or drawing title block. In order to ensure proper registration, all documents listed in the SMDL must be numbered in accordance with requirements listed below :

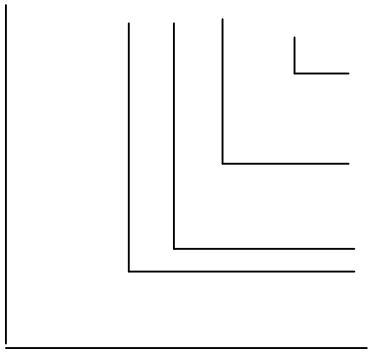
5.1. Document numbering system – Ex.: PO-000097-E-LA-0001

xx-xxxxxx – x - xx - xxxx



5.2. Drawing numbering system – Ex.: PO-000097-E-XT-0001-001

xx-xxxxxx – x - xx – xxxx - xxx



The revision number is not part of the drawing number.

5.3 DOCUMENT TYPES

CA - Analysis,test and calculation
DS - Data sheets
FD - Project design criteria and philosophies
KA - Procedures
LA - List/Register
MA - Equipment user manual (ref.NS5820)
MB - Operation and maintenance Instruction
MC - Spare Part List
RE - Reports
SA - Specifications & Standards
TA - Plans/Schedules
VA - Manufacturing/Fabrication and verifying documentation,including Certificate of performance/confirmity,material tracability,weld and NDE documents,list of certificates,third party verification/certificates an photos of submerged structures/equipment
XA - Flow Diagram
XB - Pipe and Instrument Diagram (P&ID)
XC - Duct and Instrument diagrams(D&ID)
XD - General Arrangement
XE - Layout Drawing
XF - Location drawing (plot plans)
XG - Structural information;including main structural steel, Secondary/outfitting steel,structural fire protection and acoustic/thermal Insulation and fire protection
XH - Free span calculation
XI - System topology and block diagrams
XJ - Single line diagrams
XK - Circuit diagrams
XL - Logic diagrams
XM - Level Diagrams
XN - Isometric drawings,including fabrication,heat tracing,stress and Pressure testing.
XO - Pipe supports
XQ - Pneumatic/hydraulic connection drawing
XR - Cause and effect
XS - Detail cross sectional drawing
XT - Wiring Diagrams
XU - Loop diagrams
XX - Drawings – miscellaneous
ZA - EDP documentation

5.5.3 Discipline Code:

Consists of a single character alphanumeric code.

General documents (typically SMDL, production plans, installation procedures, operation manuals, test reports etc.) shall have discipline code R for mechanical packages, code E for electrical packages, and so on, according to technical requisition.

Discipline specific documents shall bear the corresponding discipline code (typically P for P&ID's, E for single line diagrams, I for instrument index etc.). If in doubt, project document control will assist.

DISCIPLINE CODES

This code is applicable for numbering of document and drawings

C	Architectural
D	Drilling
E	Electrical
H	HVAC
I	Instrument / Metering
J	Marine Operation
K	Inspection
L	Piping
M	Material Technology
N	Structural
P	Process
R	Mechanical
S	Health Safety & Environmental (HSE)
T	Telecommunication
W	Weight Control
Z	Multidiscipline/General Engineering (not used on drawings)

5.5.4 Sequence Number: ZZZZ — Consist of 4 numeric characters. The sequence no. can only occur once within each discipline. Sequence no. 0001 shall be reserved for the Supplier Master Document List (SMDL).

5.5.5 Sheet Number: NNN — Consists of 3 numeric characters. Sheet no. shall be used on all drawings. Drawings which consist of only one sheet shall always have sheet no. 001. For multiple sheet drawings, the use of one common document front sheet may be considered as an alternative to individual sheet numbering. This shall be approved on an individual basis, if preferable for the project.

5.3. Revision details

Revision Record:	Only official issue to project must be recorded
Revision No:	The first issue shall be revision 01. For As-Built revision ZA-ZZ (drawings only) All project revision to be removed when drawing has reached As-Built status
Issue date:	Issue date
Revision description	”Issue for project Acceptance”, finally the description shall be “As-Built” (drawings only) with reference to AFA package.

Vendor is to be given revision codes after BP`s document numbering system, in case where the vendor revision numbering system is the most suitable it can be used when agreed with DCC.

Under no circumstances must the supplier issue or make revisions on project revision field without submission to the project for acceptance. Only revisions issued to project, shall be stated in revision ladder. Any internal revisions, supplier to use their own internal system.

5.4. Acceptance codes

A review acceptance code shall be assigned by Project to documents submitted for review and acceptance. The following codes shall be used:

Code 1: **Accepted**
The Supplier shall not change any information or data on drawings or documents which have achieved status 1 without written permission.

Code 2: **Accepted with comments incorporated**
Supplier may proceed with work provided comments are adhered to and incorporated within next submitted document. Revise and resubmit.

Code 3: **Not accepted**
Document not accepted by Project. Supplier to note all comments and resubmits document to Project, before acceptance can be considered.

Code 4: **For information only**

Code 5: **Interface information as clouded is accepted and frozen**

Voiding of existing drawings
If existing supplier drawing needs to be voided:
Supplier to update drawing as voided with reference to new drawing and submit to Aker Offshore Partner.

5.5. FOR NEW EQUIPMENT THE FOLLOWING DOCUMENT NUMBERING SYSTEM SHALL BE USED.

* A4 documents produced by Supplier shall have an official Project document front page. All drawings shall similarly have a Project drawing title block.

Purchaser shall provide supplier with document front page and drawing title block upon order placement. These items will be provided electronically by e-mail/CD.

5.6. FOR MODIFICATION ON EXISTING EQUIPMENT

All existing relevant documentation shall be revised with reference to new purchase order and AFA package in revision title.
Example: As-built, FAFA-XXXX

Revision codes to be used for modified documentation are as follows:
Supplier to keep existing revision system for each documents and revise to next revision number. It is the second character of the revision number that is to be changed.

Example:
As-built rev. When the existing revision is ZA – new revision will then be ZB for all fields.

6. CHECK LIST FOR TRANSMITTING OF DOCUMENTS

All document submission to the Project shall be registered and submitted as follows:

- With a transmittal cover sheet identifying every document/drawing attached. The Project document number, (not suppliers document number), title and Package number shall always be used. In addition Company's PO number to be inserted in PO no. block.

- All documents (A4 size) produced, shall have a Project document front page.

- All drawings (A4, A3 size or larger) produced for the Project shall have a Project drawing title block placed in the bottom right hand corner. Drawings shall not have front sheets. Parts lists shall be an integrated part of the drawing.

- All documentation produced shall contain revision code, issue date and all relevant signatures. Verify that all documents are covered by entries on the accepted SMDL and that document number, title, SDL-code (s), Tag number, correspond exactly to what is entered there.

- English language will be used for all information, except operation manuals and safety related documentation. Deviation from this must be clarified with PRE.

- Documents and drawings shall be submitted by e-mail, with the Project Document Number as file name, (not suppliers document number).

Never split a document. The complete document is subject to revision even if only one page is changed.

Verify that all documents contain the required purchase order information.
Pagination of any document consisting of more than 1 page.

Exercise special care when completing the transmittal letter. Make sure it is accurate, complete and readable.

7. DOCUMENTATION REVIEW CYCLE

Supplier has 10 working days, from receipt to update and resubmit of documents.
Purchaser has 10 working days, from receipt to review and return documents.

Hold or change of due dates:

If documentation cannot be updated within accepted time the project shall be informed by e-mail. The e-mail shall contain the reason for changes of due date and will be treated by the project as a request. The supplier will be informed if the request is accepted or not.

8. OVERDUE DOCUMENTATION

An overdue report for documents will/ can be forwarded to supplier for:

Any documents not received by project within the schedule due date recorded on the acceptance SMDL.

Any documents given code 2 or 3 status by project but not resubmitted and received by project within 10 working days.

9. FINAL DOCUMENTATION

9.1. User manual

The submittal of the user manual as follows:

User manual Index: Must be approved in status 1

Final sets: One complete set of the user manual original + 1 copy for final acceptance, both hardcopy and electronic files (CD). **Final set shall contain all approved status 1 documents, (inscribed copy) that are a part of the user manual, and all drawings shall be updated As-Built**

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Note: No revision triangles on As-Built
Old revision to be removed on As-Built

9.2. Electronically file formats

Electronically formats on CD will be required for the final documentation.

Drawing files: Native format shall be either **.dgn** or **.dwg** format, view files in **.tif** format.

For modified drawings:
If the drawings are scanned the updated cit. is to be included together with dgn.

Document files: Microsoft Office Word, Microsoft Office Excel or PDF format.
Only one file pr. document.

SPIR: Excel file format (template is located on the BP Modifications project site)
(See attachment 2)

All electronic files shall be delivered to AKOP and structured as following:

- Each document/drawing shall have a unique filename with cross-reference to the document/drawing number. (e.g. PO-xxxxxx-L-XD-0001-001.dgn).
- **The extention, dwg., dgn., tif. must be written in small letters**.
- One electronic file per document/drawing. Front sheet included for documents.
- The electronic files shall be in accordance with the User manual Index.

10. PAPER FORMATS AND COPIES

The user manual shall be set up in accordance with NS5820.
The user manual shall be bound loose-leaf white binders, 4 hole interlock type 8 cm spacing, hard backed covers and with spine dimensions of not more than 50 mm. The binders must have pockets suitable for placing the project provided covers (front page) and spine.

The user manual shall include a list of content (index) for the complete user manual. A list of content shall also be included in front of each section of the user manual.

The user manual shall be divided into 9 sections. Each section shall be separated using plastic dividers showing the section number. Documents within the section shall be separated with colored sheets. Ensure that no text/writing disappears when punching 4 holes.

The drawing copies included in user manual shall be in A3 size, folded into A4 with project title block visible. Do not use colored sheets in the drawing section.

Document/drawing shall only be included once (in one section only). References shall be used as needed.

Ensure that the binders are not over filled.

Manufacturing Record Book to be retained and kept at supplier's office for 10 years.

11. DOCUMENTATION REQUIRED FOR ADDITIONAL PURCHASE ORDERS (P.O.)

In order to reduce the amount of documentation and to only have one user manual, we request that the following procedure be followed regarding necessary documentation to new purchases, this will save on resources for both parties:

1. The current SMDL (SDL) shall be updated. Add the additional documents with a new sequence number in 1000-series. E.q.(xx-xxxxxx-x-xx-1002 Quality plan)

2. The front page for the User manual shall show the Purchase Order and all Tag Numbers for all the equipment delivered.

12. ATTACHMENTS

Attachment 1 - Set up for User Manual Index/ Table of Content for User Manual

Sect. Description (Project document numbers to be listed for each section)

1. INTRODUCTION
- *Contact persons and addresses, telephone and fax number*
- *Sub-suppliers list*
- *Warranty conditions and quarantee*

2. MAIN DATA
- *Original Equipment Data-sheets*
- *HSE Data-Sheets*
- *Performance Curves and Tables*
- *Utility Consumption list*
- *Miscellaneous lists*
- *Tag. Index*

3. TECHNICAL DESCRIPTION
- *A short all over design and functional description*

4. PREPARATION
- *Handling, Transport, Storage, Installation and Preservation*

5. OPERATING INSTRUCTIONS
- *Operating instructions*

6. MAINTENANCE INSTRUCTIONS
- *Maintenance and Lubrication instructions*

7. SPARE PART LIST
Parts and Components doc.

8. DRAWINGS
- *Detail, Sectional & Assembly dwg.*
- *G.A, Outline & Dimensional dwg.*
- *Cause & Effect/Safety Charts*
- *Flow/Logic/Block dgm.*
- *Interconnection/External connection, wiring & schematic dgm.*
- *Single Line or Loop dgm.*
- *P&ID*

9. VERIFYING DOCUMENTATION
- *MRB Index/ List of content for Manufacturing Record Book.*
- *Certificates that should be included such as: Ex-certificates, Type approval certificates, Pressure Test certificates, Calibration certificates, Certificates of Compliance etc.*

If section (s) is not relevant, please state “Not applicable”.

Attachment 2 – Use of ShareCat for delivery of standard documentation and SPIR

With reference to BPN-Z-DP-001"Documentation for operation (DFO)", 1.70.043 "Procedure for Updating Technical Information/Documentation to as-built and "BPN SPIR Specification" procedure 70.S.70.0011, ShareCat is outlined as a requirement for use on all installations operated by BP Norge AS. The purpose for BP Norge AS in using ShareCat is to improve quality on vendor documentation, reduce cost/schedule related to documentation handling and contribute to efficient resource (materials) management.

ShareCat holds an extensive library containing technical information and Standard Documentation for materials/components used by the oil and gas industry. The content of ShareCat is sourced from manufacturers, and is re-usable across projects and companies.

Standard documentation (ref. SDL code 8.2) in ShareCat for materials/components is approved by BP Norge AS when given a TEK/SPC number (unique ShareCat identifier). With a TEK/SPC number only a reference to ShareCat is required for the delivery of standard documentation.

Your company's deliveries to ShareCat are:

- Tag list identify project in ShareCat (template is located on the BP modifications project site)
- SPIR in excel file format (template is located on the BP Modifications project site)
- Reference between Tag and ShareCat identifier (TEC/SPC)
- Standard Documentation that's not available in ShareCat.

In this context standard documentation is defined as original equipment documentation from manufacturer.

Standard document categories are typically:

- Installation and Removal procedure
- Operation and Maintenance procedure
- Ex Certificates
- Measurement and Arrangement Drawing, etc.

Your company will within 3-5 working days after receipt of this PO be contacted by ShareCat Support (Tektonisik) and receive necessary instructions for the ShareCat delivery.

BP Norge AS is expecting efficiencies and improvement in documentation deliveries resulting from use of ShareCat implementation. We will encourage Your Company to work closely with ShareCat Support to identify and propose additional areas of improvement within handling of Documentation as you learn to use ShareCat.

For more information please visit BP Modifications project site:

http://www.sharecat.com/bpvm/ ShareCat Help Desk (+47) 55119811

Attachment 3 – Contact persons DCC BP V&M

Contact person DCC BP V&M

BP V&M
Document Control Center
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Attachment 4